

# How to Read Your Paycheck through PeopleSoft Employee Self Service

- Log onto Employee Self Service (ESS) through <a href="http://ess.dc.gov">http://ess.dc.gov</a>.
- Select Self Service, then select Payroll and Compensation.
- Click View Paycheck.

### STEP 1: REVIEW YOUR PERSONAL INFORMATION.

## View Self Service Paycheck

Mary Q. Teacher

Net Pay: Total amount paid to you after taxes and deductions.

Company:

District Of Columbia Govt

Address:

441 4th Street, NW Suite 480 North Washington, DC 20001 Net Pay: \$1,435.18

Pay Begin Date: 08/15/2010
Pay End Date: 08/28/2010
Check Date: 09/10/2010

View a Different Paycheck

Confirm that your address is correct.
This is where your check will be mailed.

Confirm Location, Job Title, and Pay Rate.

Confirm that your tax data is correct for both Federal and State.

 General
 Name:
 Mary Q. Teacher
 Business Unit:
 DCGOV

 Employee ID:
 00097881
 Pay Group:
 DCPS Schools

 Address:
 400 S. Street NE
 Department:
 GA60002644 - Seaton ES

 400 S. Street NE
 Department:
 GA60002644

 Unit 203
 Location:
 SEATON ES

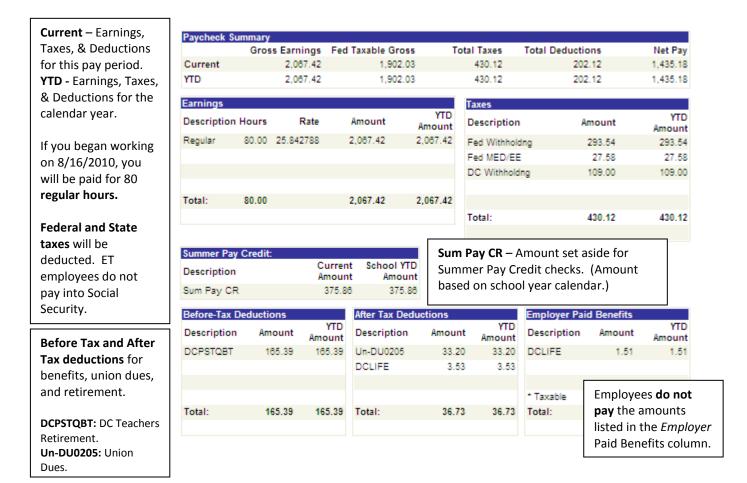
 Washington, DC 20002
 SEATON ES

Job Title: TEACHER, ELEMENTARY
Pay Rate: \$53,752.99 Annual

Fed Marital Status: Single DC Marital Status: Single Fed Allowances: 0 DC Allowances: 0
Fed Addl Percent: 0.000 DC Addl Percent: 0.000
Fed Addl Amount: \$0.00 DC Addl Amount: \$0.00

- If did not receive your paycheck or your paycheck is incorrect, contact the Critical Response Team (CRT) at (202) 478-5738 for assistance.
- If you recently moved and need to change your address, make those changes in the Personal Information section of ESS.
- If you need to update your Tax Data, make those changes in the Payroll and Compensation section of ESS.

### STEP 2: REVIEW YOUR EARNINGS AND DEDUCTIONS.



## STEP 3: REVIEW YOUR DIRECT DEPOSIT AND LEAVE BALANCES.

